



Westmeath Community Development Ltd



#CES-2469978



4 Rockdean, Blyry Bus & Comm Pk, Athlone,
Co. Westmeath, N37 CA39



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



14/09/2026



26/10/2026

How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



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Programming Support Assistant

Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

To register your interest you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Purpose of the Role

To assist with the organisation and coordination of the station's broadcast schedule and programme production, helping to ensure that programmes are prepared, scheduled and adequately covered.

The role will provide practical experience in radio programming, editing, scheduling, programme production, volunteer support and broadcasting administration, working under the direction of the Head of Programming and Management.

Main Duties

Assist with organising the weekly and weekend programme schedule, including repeats and pre-recorded programmes.

Assist with preparing programme and presenter plans to ensure the schedule is adequately covered in advance.

Liaise with programme makers and presenters regarding upcoming programmes, content and deadlines.

Assist with sourcing programme content, interviews, guests and contributors.

Assist with the production, editing and preparation of pre-recorded programmes.

Assist with ensuring scheduled programmes are prepared and available for broadcast.

Assist presenters and producers with programme preparation and station procedures.

Assist with maintaining programme records, including running orders, contributor information and other required documentation.

Assist with scheduling advertising, sponsorships and other station material in accordance with station procedures and relevant broadcasting requirements.

Assist with monitoring programme content, timing and production quality and report any issues to the Head of Programming or Management.

Assist with the administration of Programming Sub-Committee meetings, including preparing agendas and recording minutes.

Provide support and practical guidance to volunteers in relation to programme preparation and production, as appropriate.

Attend staff and relevant Sub-Committee meetings as required.

Assist with relevant reports, fundraising activities and station events as required.

Undertake other duties appropriate to the placement and agreed with Management.

Training & Development

The placement will provide practical experience and training in radio programming, scheduling, programme production, broadcasting procedures, volunteer support, administration, communication and teamwork.

The participant will undertake appropriate training and work under the guidance and supervision of the Head of Programming and Management. Duties and training will support the participant's agreed CE training and development plan and progression objectives.

- **Sector:** arts, entertainment and recreation